

ADMINISTRATIVE - INTERNAL USE ONLY

FBIS-1718/35

20 OCT 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Chief Nurse, OHS

FROM: [REDACTED]  
Director, Foreign Broadcast Information Service

SUBJECT: Request for Advance of 160 Hours of Sick Leave -  
[REDACTED]

1. Paragraph 3 of this memorandum requests your approval of 160 hours of advanced sick leave for [REDACTED]

2. [REDACTED] has to her credit 4 hours sick leave and 27 hours annual leave through the pay period ending 12 October 1985. She will be incapacitated from 31 October 1985 to 29 November 1985. A physician's statement is attached.

3. I recommend [REDACTED] request be approved.

Attachment:  
Physician's Statement

CONCUR:

\_\_\_\_\_  
Chief Nurse, OHS

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

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STAT

DDS&T/FBIS/Per: [REDACTED] (24OCT85)

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STAT